

Public Comment Notice

FFY2017/SFY2018 Goals and Action Steps

for ESG and HOPWA Programs

The State of Georgia Department of Community Affairs (DCA) is currently preparing its FFY2017/SFY2018 Annual Action Plan for the 2013-2017 Consolidated Plan for the State fiscal year beginning July 1, 2017. The application submission periods for the Emergency Solutions Grants (ESG) and the Housing Opportunities for Persons with AIDS (HOPWA) Programs will both begin in February 2017 prior to the completion of the Consolidated Plan and its submission to HUD for final approval.

As a result, DCA has prepared a draft of the FFY2017 Goals and Action Steps for each project along with other project specific requirements including the proposed methods of funding distribution and the project priorities for funding. Comments regarding these and other issues will be accepted for a 30-day period for review and consideration prior to the beginning of these application submission periods. The draft of this document can be found at:

<http://www.dca.ga.gov/communities/CommunityInitiatives/programs/ConsolidatedPlan.asp>.

Additionally, the public may contact DCA directly at (404) 327-6870 or through the TDD line at (404) 679-4915 to receive a written copy of these proposed goals and action steps.

The State encourages citizens and other interested parties to review the draft document and to submit their written comments no later than March 7, 2017, at 5:00 PM. All written comments should be emailed to john.shereikis@dca.ga.gov or mailed to:

FFY2017 ESG and HOPWA Goals and Action Steps
c/o John Shereikis
Georgia Department of Community Affairs
Office of Homeless and Special Needs Housing
Attn: John Shereikis
60 Executive Park South NE
Atlanta, GA 30329-2231

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Georgia Department of Community Affairs (DCA)
Proposed Federal FY2017/ State FY2018
Goals and Action Steps for the
Emergency Solutions Grants
and
Housing Opportunities for Persons With AIDS Programs

EMERGENCY SOLUTIONS GRANTS PROGRAM (ESG)

The Georgia Housing and Finance Authority (GHFA) is the recipient of the State's ESG allocation from the U.S. Department of Housing and Urban Development (HUD). GHFA contracts with DCA to administer the ESG program for the State of Georgia.

PROCESS FOR MAKING SUB-AWARDS

Method of Distribution

As a threshold consideration, all applicants must demonstrate how their housing or service projects directly serve persons who are homeless as defined by HUD and demonstrate how the housing and services provided will improve housing stability for those persons. Applicants must describe homeless verification methods, and how they will track outputs and outcomes (stable housing) for persons served.

Both HUD-funded and State Housing Trust Fund for the Homeless (HTF)-funded ESG funds are available to nonprofit organizations (including community and faith-based organizations) and local government entities. Agencies must demonstrate collaboration with local mainstream service providers and local provider groups that are dedicated to housing and service interventions that serve persons experiencing homelessness. Agencies must also participate in HUD-mandated continuum of care planning appropriate to the jurisdiction where their activities are located.

Funding decisions will be based on a number of factors, including but not limited to, those stated below in the "Rating and Selection" section.

Thresholds for project consideration generally include the eligibility of the described population to be served; the eligibility of described activities; minimum criteria for organizational capacity, community or service area need; a two-year operating and financial history with greater than \$25,000, including a completed IRS Form 990; past or projected project performance; responsiveness to timeliness and information requested; HMIS performance; as well as other relevant factors, as determined by DCA. Threshold considerations may also include any of the "Rating and Selection" criteria named in the section below.

Matching Requirements

All applicants are expected to provide at least a 100% match for HUD funds consisting of documented non-McKinney resources. Match may include the value of any lease on a building, any salary paid to staff to carry out the program, and the value of the time and services contributed by volunteers to carry out the program at a rate determined by DCA. DCA reserves the right to decrease the required match percentage for applicants providing high priority services in areas with demonstrated need for such services. Exceptions may be considered by DCA on a case by case basis.

Deadlines and Award Authority

Application documents will be available on or about March 1, 2017. The application process, including deadlines for ESG and HOPWA funding will be announced separately, on the DCA ESG and HOPWA webpage. Funding announcements will be made by June 30, 2017. Applications submitted after the deadline established by DCA will not be considered for funding. The Commissioner of DCA or staff designated by the Commissioner shall have the authority to make awards from funds allocated by HUD or reserved by the HTF Commission. Awards are made at the sole discretion of the DCA.

Application Notice and Submission Requirements

DCA will solicit information about application submission and application development workshops by email from every person on the “contacts” mailing list associated with its homeless projects. Notices will also be emailed to local government representatives, local Continuums of Care, regional commissions, DCA Office of Regional Services, and other groups with local and regional interests. Notice will be published on the DCA website, and all persons receiving notice will be asked to share the notice with others within the state, their region or their community with an interest. Application development workshops will be held in at least two (2) locations around the state. Multiple webinars will be conducted by DCA staff to provide applicants with remote assistance with the application process.

Rating and Selection

A competition for funds will be implemented that will include, but not be limited to, the threshold criteria named in the “Method of Distribution” section, as well as other considerations such as project location related to demonstrated need, participation in collaborative networks and planning processes, and cost benefit analysis and recidivism rates for currently funded projects, etc. Lower scoring applications may not be funded. General funding decisions for all agencies will be based upon:

- Geographical location;
- Past performance (outputs/outcomes);
- Past performance with DCA agreements, DCA ESG policies and rules, Federal/state/local laws, regulations, policies;
- Compliance and past performance with Homeless Management Information System (HMIS) requirements. Family violence agencies must demonstrate performance through the HMIS comparable database designated by DCA;
- Need based on data derived from the Homeless Point in Time Count conducted by DCA and its partners or the local Continuum of Care;
- Project strategy;
- Organizational structure, operating processes, and capacity;

- The extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors;
- Professional management;
- The consistency of the organization's identity or its mission to the provision of homeless services;
- The consistency to which the organization utilizes networks and partnerships within the community to avoid duplication of housing and services;
- Participation in meetings and other activities of the appropriate local Continuums of Care;
- Direct cash match provided for ESG activities;
- The value of other non-cash contributions;
- The priorities established by the local Continuum of Care;
- Sound operating procedures, accounting policy and controls;
- Organizational and financial policy, stability and capacity; and,
- Location in an ESG entitlement jurisdiction which receives federal ESG funds directly from HUD. These jurisdictions include: City of Atlanta, Augusta-Richmond County, Macon-Bibb County, City of Savannah, Clayton County, Cobb County, DeKalb County, Fulton County, and Gwinnett County.

DCA staff will use a points system during application review to ensure that the limited pool of funding received is used in the most effective way possible. Individual scores by project may be assessed for completeness of the application; past performance relevant to the project type; implementation strategy (narrative describing need, clients served, local coordination, goals, outputs, outcomes, etc.); procurement of outside resources; the extent to which projects result in increased housing stability for clients; organizational development and experience; budgeting and financial reporting; efficient and effective use of HMIS; adherence to DCA Housing Support Standards (HSS), and other relevant factors. Applicants requesting funds for multiple projects may receive funds for some, but not all, projects.

In addition to all other federal, state and local laws and regulations, all activities must be implemented in full compliance with pertinent HUD ESG Program regulations published at 24 CFR §576.

Local Approval

In accordance with Federal law governing the ESG program, all nonprofit applicants for emergency shelter projects must obtain approval(s) from appropriate local government jurisdictions. While coordination and collaboration is always expected, local government approval is not needed for projects proposed by instrumentalities of the state, including community service boards and public housing authorities. All approvals must be made in formats prescribed by DCA. Documentation of approval, or at a minimum the initiation of the approval process, must be included in the application. Applications from nonprofits for projects that do not adequately address local approval may be rejected for threshold considerations.

Collaboration

Applicants must participate in Continuums of Care (CoC) appropriate to their project(s). There are nine CoCs in Georgia. Applicants must also participate in coordinated intake/assessment, referral, and case management systems established by the local CoC(s)

within their service area in order to provide, in conjunction with other providers, appropriate housing and supportive services to better enable homeless persons to achieve success and end their homelessness. The expectation is that each sub-grantee or its community partner: a) assesses consumer needs and barriers to housing stability; b) seeks the prevention of homelessness for non-homeless consumers, c) works to move homeless individuals into rapid re-housing, transitional housing, permanent supportive housing, or other affordable housing appropriate to the needs of the consumer; d) documents and tracks referrals to housing and service providers; and e) tracks participant progress and outcomes, including post-discharge follow up contacts recorded in HMIS. Organizations will be required to document these efforts through DCA's HMIS implementation in partnership with Eccovia Solutions. Family violence agencies may not participate in HMIS, but instead, must document these efforts through an alternative method as previously described. Sub-grantees must also adhere to DCA's published Housing Support Standards (HSS). Information regarding these Standards and how to implement them can be found on the DCA website at the following link:

<http://www.dca.ga.gov/housing/specialneeds/programs/HousingSupportStandards.asp>

Minimum Compliance Criteria

Applications must be submitted electronically on forms provided by DCA and according to the schedule established by DCA. The applicant must provide required certifications and provide all supporting documentation requested by DCA. Each applicant must demonstrate to the satisfaction of DCA that it complies with Federal, State and local laws and regulations, and that it is capable of carrying out applicable programs. All returning grantees must be in substantial compliance with existing DCA agreements. DCA reserves the right to sanction individuals and organizations with a history of non-compliance.

Funding Guidelines

Subject to final federal appropriations, approximately just over \$3 million dollars is expected to be available for projects funded under the HUD ESG program. The HTF Commission has reserved approximately \$1.5 million dollars available for the HTF ESG program. DCA will reserve a minimum of 65% of Federal funding to be spent within the Georgia ESG Entitlement area.

The following amounts have been established as guidance for funding requests. All of the "Rating and Selection" factors, including distribution by "Eligible Service Area" will be considered in evaluating funding requests. DCA will make minimum grant awards of \$30,000 for all eligible activities except Supportive Services, HMIS, and Hotel/Motel Voucher grants.

Maximum grant amounts are as follows:

- Emergency Shelter - \$60,000 per project
- Transitional Housing - \$60,000 per project
 - \$20,000 per project for TH services and operations
 - \$40,000 per project for permanent housing placement
- Street Outreach - \$50,000
- Supportive Services - \$25,000 per project

- Short- and Medium-Term Rental Assistance and Stabilization Services - average costs per family/household will vary by region according to rent reasonableness and fair market rents for the area and approval by DCA
- Hotel/Motel Vouchers - \$60,000. Awards for agencies outside of the Georgia Entitlement will vary based on reasonably necessary display of need.
- HMIS - \$45,000

Required Written Standards

DCA requires that each sub-grantee establish and consistently apply policies and procedures for each ESG project according to the minimum standards set by HUD and the specific standards established by the local Continuum of Care in which the project exists. If a CoC has formally established written standards, all projects are expected to meet those standards.

In addition, the Georgia ESG Entitlement will work with the Balance of State CoC to establish standards for all projects in the geographic area, including ESG projects.

At a minimum, written standards for **ALL PROJECTS** will include:

1. Standard policies and procedures for evaluating eligibility.
2. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid rehousing assistance providers; other homeless assistance providers; and mainstream service and housing providers (*see § 576.400(b) and (c) for a list of projects with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable*);
3. Participation in HMIS or an equivalent database for family violence providers as determined by DCA. The sub-grantee must ensure that data on all persons served and all activities assisted under ESG are entered into the ClientTrack system. DCA will determine appropriate comparable database options for domestic violence providers to collect client-level data over time (*i.e.*, longitudinal data) and generate unduplicated aggregate reports based on the data.

Additional standards for STREET OUTREACH:

1. Standards for targeting and providing essential services related to street outreach:
2. Policies and procedures for assessing, prioritizing, and reassessing needs for essential services related to street outreach.

Additional standards for EMERGENCY SHELTER:

1. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations [*e.g.*, victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest].

Additional standards for PREVENTION and RAPID RE-HOUSING:

1. Policies and procedures for determining and prioritizing homelessness prevention and rapid re-housing assistance;

2. Standards for determining what percentage or amount of rent and utilities costs, **if any**, each project participant must pay while receiving homelessness prevention or rapid re-housing assistance;
3. Standards for determining how long a particular project participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time, **if at all**;
4. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide, including the limits, **if any**, on the homelessness prevention or rapid re-housing assistance that each project participant may receive, such as the maximum amount of assistance, maximum number of months in the project; or the maximum number of times the project participant may receive assistance.

DESCRIPTION OF COC

The Georgia Balance of State Continuum of Care (BoS CoC) is made up of 152 counties, both urban and rural. Jurisdictions in Georgia outside of the Georgia BoS CoC include: Athens-Clarke County, City of Atlanta, Augusta-Richmond County, Cobb County, Columbus-Muscogee County, DeKalb County, Fulton County, and City of Savannah. All other jurisdictions are included within the BoS CoC.

The collaborative applicant for the BoS CoC is the Department of Community Affairs. The collaborative applicant has an established Governance Charter and is establishing a coordinated assessment system to enable homeless households to access the best fit intervention available. It is anticipated that this will be implemented in the next 9-12 months.

PERFORMANCE STANDARDS

DCA has established the primary goal of reducing the number of unsheltered homeless individuals and families. The information contained below outlines goals, strategies and performance measures to be utilized for all ESG sub-recipients.

Overall Goals

1. Reduce the number of unsheltered individuals and families, as established in the Homeless Point in Time Count, within the BoS ESG Entitlement. Since 2011, the number of unsheltered households has decreased by 35%. This goal will continue to be achieved by placing emphasis on high utilization of emergency shelters and transitional housing beds. This will be measured in HMIS. In addition, the Entitlement will:
 - a) Right-size length of stay for clients in emergency shelters and transitional housing projects. Length of stay should generally be no longer than 90 days for shelters and one year for Transitional Housing. Currently, length of stay averages about 30 days for emergency shelter projects and about 190 days for transitional housing projects. This factor will be measured in HMIS.
 - b) Increase placements into permanent housing for homeless individuals and families from Emergency Shelter and Transitional Housing each year. This factor will be measured in HMIS.

2. Prevent individuals and families from becoming homeless – either unsheltered or sheltered. Follow-up checks will be made at three months and six months post-discharge to ensure that households assisted do not become homeless.
3. Maintain or increase the percentage of individuals and families remaining housed for three months. In SFY 2015, 97% of prevention and 89% of rapid re-housing participants leaving for permanent destinations. This will be measured in HMIS by using our recidivism methodology.

Performance Measurements

ESG projects with different eligible activities will require different assessment standards. DCA diligently works with sub-recipients to ensure a level of HMIS data completeness by which an accurate evaluation of project performance can continually be measured. DCA has established baselines for performance measure criteria, such as increases in cash income and non-cash benefits during project enrollment. DCA will review all available data annually to evaluate performance.

For Emergency Shelter projects, overall performance will be measured based on the following standards*:

1. An overall bed utilization rate of 80%.
2. The average length of stay of the households served should be no longer than 60 days.
3. An increase in the percentage of discharged households that secure permanent housing at exit each year.
4. An increase in the percentage of households that increase cash and non-cash income during project enrollment.

For Transitional Housing projects, overall performance will be measured based on the following standards:

1. An overall bed utilization rate of 80%.
2. The average length of stay for households served should generally be no longer than nine months. An increase in the percentage of discharged households that secured permanent housing at exit each year.
3. An increase in the percentage of households that increase cash and non-cash income during project enrollment.

For Rapid Re-Housing projects, overall performance will be measured based on the following standards:

1. An increase in the percentage of discharged households that secured permanent housing at project exit each year.
2. An increase in the percentage of discharged households permanently housed three months after exit.
3. An increase in the percentage of households that increase cash and non-cash income during project enrollment.

For Homelessness Prevention projects, overall performance will be measured based on the following standards:

1. An increase in the percentage of discharged households that maintained permanent housing at project exit each year.
2. An increase in the percentage of discharged households permanently housed three months after exit.
3. An increase in the percentage of households that increase cash and non-cash income during project enrollment.

For Street Outreach projects, overall performance will be measured based on the following standards:

1. An increase in the number of contacts with unduplicated individuals made during outreach.
2. An increase in the percentage of discharged households that access permanent housing.
3. An increase in the percentage of households that increase cash and non-cash income during project enrollment.

*Projects serving the chronically homeless, or chemically dependent clients, or shelters with minimal barriers to entry may be held to different standards than projects providing other levels of assistance.

CONSULTATION WITH COC

Allocation of ESG funds each year

The Georgia Entitlement (Entitlement) staff hosts annual discussions with the Continuum of Care (CoCs) concerning the needs of each Continuum. The Continuum are asked to rank the eligible activities according to their local need, and submit these to the Georgia Entitlement. This local priority ranking is reflected in the Georgia Entitlement's scoring of applications and award recommendations.

In addition, Georgia Entitlement stakeholders - such as the CoC leads, local government officials and non-profit organizations serving the homeless - will meet with Entitlement staff to review the Entitlement's vision and plans for the forthcoming year.

Developing funding, policies, and procedures for the operation and administration of the HMIS

The Georgia HMIS Project is a statewide collaborative effort to implement HMIS across eight of the nine Georgia Continuum of Care. The Georgia Housing and Finance Authority (GHFA) is the Lead Agency for the Georgia HMIS Project. DCA administers the programs of the GHFA.

There is a Georgia HMIS Advisory Committee, which is made up of representatives from each of the eight Continuum of Care and the DCA HMIS Project Manager. The role of this committee is to oversee HMIS implementation and ensure compliance with HMIS standards set by HUD.

As the administrative agent of the HMIS Lead Agency, DCA is responsible for soliciting feedback from agencies and stakeholders and communicating that feedback to the Advisory Committee. Within this, DCA also meets with Entitlement staff to review funding priorities, operating policies and procedures and operational issues and reports on this feedback to the Committee.

The HMIS budget includes funding for a Data Quality Analyst specifically focused on providing training and improving data quality for programs funded by the DCA ESG program. This funding and these efforts have been integral in providing a basis for evaluation of the ESG project.

ESG Housing and Service Goals

Through the ESG program, the State expects to be able to provide assistance to a number of persons through the following types of assistance:

Federal FY2016 ESG GOALS	
Activities	Persons Assisted
Outreach assistance	675
Rapid Re-Housing assistance	1,800
Homeless Prevention assistance	650
Housing assistance (emergency shelter and transitional housing)	15,000

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

Method of Distribution

The Georgia Housing and Finance Authority (GHFA) is the recipient of the State's HOPWA allocation. GHFA contracts with DCA to administer the programs funded by the HOPWA allocation. The State anticipates receiving approximately \$2.2 million from HUD to implement HOPWA activities. The HOPWA Program provides resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of low-income persons with acquired immunodeficiency syndrome (AIDS) and persons in their family. HOPWA funding is provided through sub-grants to nonprofit agencies (project sponsors) within the communities. Local government entities are eligible to apply for HOPWA funds. To the extent determined under State law by DCA, private, secular or faith-based nonprofit organizations are also eligible to apply for funds. These agencies are responsible for designing their own rules for programs, their program policies and design must be within the scope of HOPWA regulations and guidance from HUD.

By formula, HOPWA funds are allocated to eligible states and Eligible Metropolitan Statistical Areas (EMSAs) that meet the minimum number of cumulative AIDS Cases. States and metropolitan areas coordinate use of HOPWA funds with their respective Consolidated Plans, a collaborative process, which establishes a unified vision for community development actions. In Georgia, HUD provides HOPWA formula funds to two (2) other government entities in addition to DCA. HOPWA eligible metropolitan areas receive their HOPWA allocations directly from the Department of Housing and Urban Development and have specific guidelines and separate processes not included within the State's program. Subject to availability of funds, and on a second priority basis, programs operating within the Atlanta and Augusta EMSAs may be eligible to receive GHFA HOPWA funds.

The first and largest formula recipient in Georgia is the City of Atlanta. Atlanta receives a formula share for the Atlanta "Eligible Metropolitan Statistical Area" (EMSA) and makes numerous sub-grants within twenty-nine (29) counties. Those counties include Barrow, Bartow, Butts, Carroll, Cherokee, Clayton, Cobb, Coweta, Dawson, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Haralson, Heard, Henry, Jasper, Lamar, Meriwether, Morgan, Newton, Paulding, Pickens, Pike, Rockdale, Spalding and Walton. In the Atlanta EMSA, Living Room, Inc. performs intake and assessment, and assists people living with HIV/AIDS and their families or partners to access housing and service programs. For more information, contact the Living Room at (404) 382-8991 or by email at info@livingroomatl.org. You may also contact Mr. Richard Willis for Grant Administration questions at the City of Atlanta at rdwillis@atlantaga.gov or (404) 330-6112 x 5061.

The smallest recipient is the Augusta-Richmond County government. Augusta-Richmond County receives a formula share for four (4) Augusta MSA counties, including Burke, Columbia, McDuffie and Richmond. For more information on Augusta's programs, contact Ms. LaSandra Corley of Augusta-Richmond County at (706) 821-1797 or by email at lcorley@augustaga.gov.

The State of Georgia currently funds nine (9) regional programs. Sponsors and areas covered are listed below.

Georgia HOPWA Project Sponsors and Area of Coverage

<u>Sponsor Name</u>	<u>Regional Location</u>	<u>Contact Name</u>	<u>Phone</u>
Action Ministries, Inc.	Northeast Georgia	Mr. John Moeller jmoeller@actionministries.net	(404) 881-1991
AIDS Athens, Inc.	Athens	Ms. Cassandra Bray cassandra@aidsathens.org	(706) 549-3730
Comprehensive AIDS Resource Encounter, Inc. (CARE)	Jesup/Dublin	Mr. Jeff Johnson jeff.care2013@yahoo.com	(912) 530.8078
Homeless Resource Network, Inc.	Columbus	Ms. Elizabeth Dillard liz@homelessresourcenetwork.org	(706) 571.3399
Laurens County Board of Health	Dublin	Ms. Sarah Collins sarah.collins@dph.ga.gov	(478) 274.7605
Living Room, Inc.	Northwest Georgia	Ms. Angela Susten angela.susten@livingroomatl.org	(404) 382-8991
Lowndes Co. Board of Health (a/k/a South Health District 8-1)	Valdosta	Ms. Terri Ball terri.ball@dph.ga.gov	(229) 245.8711 x207
River Edge CSB	Macon	Ms. Nykhia Burke-Cummings ncummings@river-edge.org	(478) 803.7753
Union Mission, Inc. (Savannah)	Savannah	Ms. Ayana Eady aeady@unionmission.org	(912) 238-2777

Georgia Entitlement HOPWA Program

The HOPWA program is the only Federal Program dedicated to addressing the housing needs of persons with HIV/AIDS. DCA has implemented a number of changes to HOPWA reporting requirements that strengthen the focus on consumer outcomes, all of which complement the agency's larger initiative to establish a priority for DCA – driven performance measures and funding decisions.

Funding Priorities

Funding priorities for state fiscal year 2017-2018 are listed below in items one, two, three and four reflecting the State's priority order of HOPWA Funding. Proposals to use HOPWA funds to provide services must give a full description of what is to be funded, and offer clear justification for the use of HOPWA funds.

1. Permanent Housing Programs
2. Permanent Housing Vouchers
3. Emergency Housing Assistance
4. Supportive Services

Additional points will be given to applicants who describe community needs that proposed programs and services above will address for youth and veterans with HIV/AIDS.

- Georgia Entitlement HOPWA program sponsors will use payment standards on a case by case basis for their Tenant-Based Rental Assistance (TBRA) program, which are set by their local public housing authority (PHA). Payment standards are used to calculate the housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit. Each PHA has latitude in establishing its schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on the Department of Housing and Urban Development's published fair market rent (FMR) schedule for the FMR area in which the PHA has jurisdiction.
- Continuous Quality Improvement is a process to ensure programs are systematically and intentionally improving services and increasing positive outcomes for the families served with HOPWA funds. Applicants are required to undertake a consumer satisfaction survey, in which data is collected and used to make progressive changes for HIV/AIDS consumers. Consumers must be involved in every step of the Continuous Quality Improvement process.
- Absent disabilities, the HOPWA TBRA Program must be a time-limited comprehensive program not to exceed five years designed to prevent homelessness and to help low-income people with HIV and AIDS to live independently. The HOPWA applicants must submit policies and procedures for this program during the application process. Policies and procedures must provide consideration for persons with a disability or other extenuating circumstances that will require ongoing assistance beyond five years.
- Consumers participating in the HOPWA Program must receive the support of a qualified case manager whose primary responsibilities are to assist clients with accessing a variety of services, including Housing Choice vouchers and support services. Provide clients with appropriate referrals. Assist clients in the development of a Housing Stability Plan.

Follow-up with clients, as needed, maintains detailed case notes, records, correspondence and telephone log and utilize a case tracking system maintenance and follow-up. Job descriptions must be submitted with your application.

- Within fifteen (15) days of the start of any HOPWA assistance, the consumer with the help of the HOPWA case manager will develop and commit to an individualized Housing Plan. The primary goal of the Housing Plan is to assist the consumer in maintaining independence from HOPWA at the end of the time-limited assistance. Documentation of efforts to help the clients to maintain affordable housing must be maintained in the client's file. The HOPWA provider reserves the right to refuse further assistance if the consumer does not demonstrate an effort to implement all or a portion of his or her Housing Plan. Policies and procedures addressing this requirement must be submitted with the application.

Compliance Criteria

Nonprofit organizations must demonstrate collaboration with local mainstream service providers and local homeless and HIV/AIDS provider groups. Generally, it is the intent of the State to make all activities eligible under the HOPWA program, subject to the program purpose and eligible beneficiaries.

The successful applicant will be responsible for the collection and maintenance of records and information necessary to identify the number of unduplicated program recipients, the types of services provided, the dates of service delivery, and other data elements as specified by DCA.

Grantees must comply with the HUD HOPWA Program Regulations at 24 CFR Part 574, as amended. Program requirements include, but are by no means limited to, the following:

- 1) Costs requested for reimbursement via automatic deposit by DCA must be "reasonable and justifiable," and are only eligible to the extent that they are consistent with the program approved by DCA.
- 2) All funds will be reimbursable to grantees based upon actual program expenses with supporting documentation (retained by grantee).
- 3) Expenses are only eligible to the extent that they benefit "eligible persons" under the HOPWA program, as defined herein.
- 4) Environmental - All grants are subject to environmental review in accordance with the federal regulations governing HOPWA programs.
- 5) All grants to non-profit organizations are subject to the administrative requirements and cost principals outlined in OMB Circulars A-110 and A-122. These requirements for local governments are outlined in 24 CFR, Part 85 and OMB Circular A-87.
- 6) Sponsor administrative costs are limited to 7% of the grant amount.

Compliance with House Bill (HB) 87

Recently enacted Georgia State Law (House Bill (HB) 87, the "Illegal Immigration Reform and Enforcement Act of 2011" signed into law by Governor Nathan Deal on May 13, 2011, for contracts signed on or after July 1, 2011) requires DCA and GHFA to only contract with entities that are registered with the e-verify program and to obtain an affidavit from the entity certifying participation in the e-verify program. Any subsequent subcontractors (or subcontractors of

subcontractors) utilizing DCA or GHFA funds must also participate in the e-verify program and must provide a sworn Affidavit with the e-verify I.D. number. A copy of O.C.G.A. 13-10-91 is on the DCA website for reference. DCA-funded organizations must complete and execute a "*Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1).*" Note that this Affidavit must be executed by the person that executes the DCA HOPWA application. It is necessary also that any subcontractors (and subcontractors of subcontractors) utilizing funds under the Agreement provide (to you, and then from you to DCA) the "*Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3).*"

Federal Reporting Requirements

Important notice regarding mandatory federal reporting requirements: The Federal Funding Accountability and Transparency Act of 2006 requires sub-recipients receiving federal funds to register with Dun and Bradstreet (D & B) to obtain a D-U-N-S number and complete or renew their registration in the Central Contractor Registration. To find information on how to obtain a D-U-N-S number and register in CCR please visit the following websites:

- http://www.grants.gov/applicants/request_duns_number.jsp
- and
- www.ccr.gov/startregistration.aspx

Completing these registration processes is free, but may take up to 10 days to complete. A D-U-N-S number and confirmation that your agency is active in CCR is required as part of this year's application. No awards will be made without this information.

Compliance with Fair Housing Laws

All HOPWA project sponsors are expected to comply with the fair housing requirements including all applicable provisions of the Americans with Disabilities Act (Title 42, United States Code Sections 12101–12213) and implementing regulations at Title 28, CFR, Part 35 (States and local government grantees) and Part 36 (public accommodations and requirements for certain types of short-term housing assistance).

Eligible Activities

Eligible activities are those named in current HUD regulations (24 CFR 574.300) for the HOPWA Program that include but are not limited to the following: housing, housing or fair housing information, acquisition, rehabilitation, limited new construction, rental assistance (including shared housing), homelessness prevention, supportive services (to include health, mental health, assessment, drug and alcohol, day care, personal assistance, nutritional services, etc.), general case management, housing operating subsidies, and technical assistance.

HOPWA Program Goals

The goal of the HOPWA Program is to provide allowable services to eligible persons through:

- Appropriate fiscal management
- Appropriate eligibility determination
- Suitable service access
- Proper documentation
- Improving access to HIV treatment and other healthcare support

- Utilization of an approved data management system
- Reducing the risk of homelessness among persons living with HIV/AIDS and their families
- Fostering long-term solutions to housing programs.

Selection Process and Application Submission Requirements

Applications will be solicited through a Notice of Funds Availability of State HOPWA Application Guidelines for the FFY2017/SFY2018 Program Year. This notice will be emailed to known HIV/AIDS service and housing providers, public health departments, local governments, and other interested parties. Faith-based organizations have full access to the selection process as described in regulations and within the application. Applications must be submitted online to DCA before the application deadline. The applicant must also provide required certifications and provide all supporting documentation requested by DCA. Each applicant must demonstrate to the satisfaction of DCA that it is in compliance with Federal, State and local laws and regulations, and that it is capable of carrying out applicable programs. DCA may require additional information during the review process and applicants are expected to comply with these requests.

DCA will hold several HOPWA Application Q&A Sessions and webinars. Additional information including date, location and time will be provided via email through the Notice of Funding Availability scheduled to be released in late February or early March.

The application process, including deadlines for HOPWA will be announced on the DCA HOPWA webpage.

DCA staff will review all HOPWA applications and funding decisions will be announced by June 30, 2017, for applications that are complete and submitted on or before each of the deadlines. Please direct questions regarding this process to John Shereikis at 404-679-0609 or by email john.shereikis@dca.ga.gov.

Maximum Grant Amounts and Funding Factors

There are no minimum and maximum funding amounts established for this program in SFY2018, and there are not predetermined funding amounts by type of assistance. Applicants are advised to scale their requests based on housing need for eligible persons, organizational capacity, funding history, the types of activities proposed, number of counties served, participation in state or regional referral networks, and other relevant factors as determined by the applicant and DCA. For HOPWA, as a first priority, funding will be limited to programs located within the State's 126 county entitlement area. Subject to availability of funds, and on a second priority basis, programs operating within the Atlanta and Augusta EMSAs may be eligible to receive GHFA HOPWA funds.

Applicants can submit an application requesting funding for Operations, Housing Assistance, Service Activities, and Administrative Costs. Project sponsor administrative costs are limited to 7% of the grant amount.

All applicants are encouraged to provide 50% of the cost of each program with other cash, in-kind services or donations. The matching requirement may be waived at the discretion of DCA.

on a case-by-case basis. Awards are made at the sole discretion of the DCA. Funding decisions are final and not subject to appeal. Applications must be approved by appropriate local government jurisdictions. Incomplete or ineligible applications, including applications that do not adequately address local approval(s) and consolidated plan certification(s), may be returned unprocessed.

Funding determinations under the HOPWA program are made using a “threshold” method for selecting grantees. Applicants must meet a capacity test, and funding decisions for all nonprofit agencies shall also be based upon the following factors: the complexity or nature of the request; organizational development and capacity; the extent to which the organization operates under the authority of a diversified, involved, volunteer, community-based board of directors; professional management; the consistency of the organization’s identity or its mission to the provision of HIV/AIDS (as applicable) services; the extent to which the organization utilizes networks to avoid duplication of housing and services; participation in appropriate Continuums of Care; sound operating procedures, accounting policy and controls; and organizational and financial policy, stability and capacity. An additional “threshold” measure applies under the HOPWA program. Under HOPWA, relative need is examined and new applicants are denied funding when they propose to duplicate services within a service area where HOPWA programs are already being carried out by eligible sponsors.

Community Facilities, Off-site Housing Assistance, and Supportive Service funding decisions and funding amounts will be based upon the following factors:

- The availability of other HOPWA providers within the service area;
- Performance Outcomes;
- Consistency with local need, conformance to local plans, and service delivery strategy;
- Other funding for programs available to the applicant from Federal, State and local government sources;
- Amount of funds requested, prior award amounts and prior utilization of funds;
- Degree of compliance demonstrated during DCA monitoring visits or in desk audits;
- Relative quality of housing or standards for services to be provided;
- Participation in the State’s collaborative HMIS initiative (encouraged for HOPWA-only projects, but not “required”);
- Level of service (numbers of persons, hours of service, etc.);
- Standard costs for housing and services;
- Value of applicant’s contributions (cash and in-kind);
- The complexity or nature of the request;
- Organizational development and capacity;
- The extent to which the organization operates under the authority of a diversified;
- involved, volunteer, community-based board of directors;
- Professional management;
- The consistency of the organization’s identity or its mission to the provision of homeless or HIV (as applicable) services;
- The extent to which the organization utilizes networks to avoid duplication of housing and services; and
- Participation in appropriate Continuums of Care.
- Sound operating procedures, accounting policy and controls
- Organizational and financial policy, stability and capacity

Funds will generally cover the period beginning on July 1, 2017 and ending on June 30, 2018. Development activities created using HOPWA funds would require long-term commitments for continued service to HOPWA-eligible persons in accordance with HUD regulations. If all contract conditions are met, payments to recipient organizations will be made on a reimbursement basis. Exceptions may be made on a case-by-case basis by DCA staff.

HOPWA project sponsors will be expected to provide performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families. HOPWA grantees must also report the source(s) of cash or in-kind leveraged federal, state, local or private resources used in the delivery of the HOPWA program and the amount of leverage dollars. Project sponsors must also meet Federal, State financial, and other reporting requirements

All activities must be conducted in full compliance with program regulations published at 24 CFR § 574, as well as all Federal, State and local laws and regulations.

All records created as a result of the submission of an Application to participate are subject to disclosure under the Georgia Open Records Act and the applicant expressly consents to such disclosure. The Applicant agrees to hold harmless the State Housing Trust Fund for the Homeless, the Georgia Housing and Finance Authority, and the Georgia Department of Community Affairs against all losses, costs, damages, expenses, and liability of any nature or kind (including but not limited to attorney's fees, litigation and court costs) directly or indirectly resulting from or arising out of the release of any information pertaining to the Applicant's submission of an Application and implementation of any activities as a result of funding under this program, pursuant to a request under the Georgia Open Records Act.

Agencies receiving HOPWA funds must maintain (for a four-year period) financial records sufficient to ensure proper accounting and disbursing of amounts received from HOPWA funds and make the records available to HUD or DCA for inspection.

ESG and HOPWA grantees are strongly encouraged to document disability at first encounter as HUD places preference for persons with disabilities in its Continuum of Care programs. DCA's current disability verification format (required for DCA S+C programs) is on-line at the following link:

http://www.dca.ga.gov/housing/specialneeds/programs/documents/2_DCA_Disability_Verification_REV02_12.doc.

In general, HUD defines a person with disabilities as a household composed of one or more persons at least one of whom is an adult who has a disability. (1) A person shall be considered to have a disability if he or she has a disability that: (i) Is expected to be long-continuing or of indefinite duration; (ii) Substantially impedes the individual's ability to live independently; (iii) Could be improved by the provision of more suitable housing conditions; and (iv) is either (A) a physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, posttraumatic stress disorder, or brain injury; (B) a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of

2000 (42 U.S.C. 15002); or (C) the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome.

HOPWA Housing Goals and Projected Outcomes

Through the HOPWA program grant awards, the State expects to be able to provide HOPWA housing assistance to a total of 350 unduplicated households through the following types of housing assistance (the number will not match the total housing goal by type of assistance due to the anticipation of some households receiving more than one type of assistance):

FFY2016 HOPWA HOUSING GOALS	
Activities	Households Assisted
Short-term rent, mortgage and utility assistance to prevent homelessness	69
Tenant-based rental assistance	166
Units provided in housing facilities that are being developed, leased or operated with HOPWA funds	97
Permanent Housing Placement	58
Total	390

As a result of persons projected to be served through HOPWA grants awarded, the State expects participants to meet the following housing stability goals (by type of housing assistance):

FFY2016 HOPWA – Projected Outcomes	
Type of Housing Assistance	Housing Stability (persons determined to be stable at the end of the operating year)
Short-term rent, mortgage and utility assistance to prevent homelessness	81%
Tenant-based rental assistance	96%
Units provided in facilities that are being developed, leased or operated with HOPWA funds	93%

Monitoring

DCA monitors the Grantee's participation in the Program to ensure compliance with program regulations promulgated by HUD at 24 CFR, Part 574 for HOPWA programs designed to benefit persons with HIV related needs. Effective oversight and monitoring recipients is an important function of DCA.

Efforts connected with HOPWA have continued strengthening existing programs through, in part, diversification of housing programs within sponsor agencies, and renewed and targeted monitoring efforts. Grantees receiving HOPWA funding, will receive an on-site monitoring visit each contract year. After each monitoring visit is complete, DCA will send correspondence documenting findings and/or concerns, project accomplishments, areas of deficiencies and technical assistance needs, these areas will be highlighted in the report and serves to confirm issues discussed during the on-site monitoring review process and to give grantees notice of deficient areas requiring attention.

DCA relies upon thorough application review and reimbursement of funds expended in lieu of advancing funds. Desk audits are often performed at DCA to test compliance. On-site monitoring, therefore, is largely limited to eligibility of beneficiaries and a comparison of program records with the programmatic claims of the applicant.

Reporting Requirements

HOPWA project sponsors are required to submit the following reports. These reports are used for federal and state reporting and ongoing program planning. It is extremely important that these reports be accurate and submitted on time each and every month.

Project sponsors are required to submit a Monthly Expenditure and Reimbursement Report. The expenditure report captures the number of clients served, the number of units of service provided, and the amount of expenditure by service categories during the month being reported. In order to maintain common reporting data elements across programs, DCA may update the report format. The reports must be submitted on or before the 15th of the month following the month being reported. Further, the monthly expenditure and reimbursement report is the only format that may be submitted as a reimbursement request for payment.